

Minutes for July 8, 2018

Publications and Communications Committee, Canadian Yearly Meeting of the Religious Society of Friends

PRESENT: Chris Hitchcock (presiding), Mylène DiPenta (recording), Maggie Knight, Robert Kirchner, Kerry MacAdam, Anne Trudell

REGRETS: Tim Kitz, Bruce Dienes, John Samson Fellows

The meeting opened with worship.

2018.07.08.1. ACCEPTANCE OF MINUTES

The minutes of May 6, 2018 were accepted.

2018.07.08.2. COMMUNICATIONS RE-EVALUATION SUBCOMMITTEE

We reviewed the [scope document for Phase 1](#) of our proposed website update contract (accessible in the [P&C shared Google Drive folder for today's meeting](#)).

We ask Maggie, Anne, and Robert to review and comment on the [Phase 2](#) document by Friday, July 13. Maggie will reach out to Catherine to see if she wants to participate. Mylène will synthesize into a new draft and circulate to the committee. Anne and Mylène will work together to decide, based on reactions to that new draft, if a specially-called meeting is needed.

2018.07.08.3. EMPLOYMENT AND CONTRACTING CONFERENCE CALL

Maggie reported verbally on the conference call she and Robert attended with others in CYM who are involved in employing and contracting. It appears that the Editor role could in the future be structured as an employment or contracting situation. We look forward to the guidance in the fall of the Employing and Contracting working group.

2018.07.08.4. EDITORIAL SUBCOMMITTEE

Mylène reported verbally that The Canadian Friend is expected to be mailed by Monday, July 16.

We ask Mylène to clarify with Tim and Kerry that CYM will cover the Editor's costs to attend CYM-in-Session, and P&C will pay the billable hours during which he is engaged in the work of the contract.

We ask Mylène to confer with the Editorial subcommittee and the Editor to ensure that the subcommittee is notified if the deliverables will not be met within the approved budget, if a new proposal is needed for the budget, and what structures are needed to support the Editor.

We approve the renewal of the Editor contract with Timothy Kitz.

2018.07.08.5. CYM ARCHIVES INDEXING PROJECT

We lay this matter over.

2018.07.08.6. REQUEST FROM ATLANTIC FRIENDS GATHERING FOR REGISTRATION ASSISTANCE

We are not able to assist regional gatherings with registration. We ask Chris to respond to the request from Atlantic Friends Gathering and share contact information for Half-Yearly Meetings that may have resources.

2018.07.08.7. POLICY AND PROCEDURE SUBCOMMITTEE

We receive [the report from the Subcommittee](#) (accessible on the [P&C shared Google folder for today's meeting](#)). We discussed the questions of intellectual property as they relate to material developed by contractors, as well as material published on the website. We ask Chris and Maggie to forward their comments to Robert. We ask Policy and Procedure Subcommittee to discern these issues and bring this back to the next P&C meeting.

2018.07.08.8. BUDGET REPORT

We receive the [report from the Budget Officer](#) (accessible on the [P&C shared Google folder for today's meeting](#)). We are awaiting some clarifications from CYM as we may be in danger of overspending. We ask Maggie to continue to look into this, and to co-ordinate with the Editorial Subcommittee when details about mailing and printing costs are clarified.

2018.07.08.9. WEBSITE FORUMS

We lay this over until the next meeting.

Next Meeting: via Google Hangouts

[Sunday September 16, 2018, 7:30PM Eastern Time](#)